Job Title: Water Conservation Specialist

Department: Water Resources

Immediate

Supervisor: Water Resources Manager

Origination Date:	06/14/2007
Revision Date:	07/01/2012
Job Grade	606
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

The Water Conservation Specialist designs and coordinates the water conservation program within the Water Resources Division for the City of Goodyear. This position assists in securing the necessary budgetary, administrative and policy approvals for implementation of the program, and supervises the programs execution. The Water Conservation Specialist serves as the City's spokesperson on water conservation; and represents the City in meetings with high level representatives of private interest, other cities, and the State and Federal governments.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Participates in the development and maintenance of an active and effective water conservation program for the City of Goodyear and recommends schedules and budget requirements for implementation. Develops, implements, and directs active and effective long-range conservation management plans and programs related to the City's water resource planning. Participates in the development of water and wastewater rates and fees related to water resources and identifies new issues and strategies related to the conservation program.
2	S	Oversees educational outreach programs through neighborhood associations and the various school districts with the City.
3	S	Works closely with the Public Information Office in communicating the goals and objectives of the water conservation program to the general public and in soliciting their active support and participation in the program. Prepares press releases on water conservation initiatives and programs. Attends neighborhood meetings to discuss the water conservation program. Serves on various City teams and regional agencies by attending team activities and serving as a City representative. Participates on various ad hoc committees related to water conservation issues.
4	S	Coordinates the implementation of water conservation measures that would affect other City programs, policies, or ordinances. Reviews the recommended amendments to policies and procedures of the Public Works and Engineering Department on water conservation issues. Attends City Council meetings and reports on water conservation activities requested by city management. Works with various City departments to include water conservation measures as part of a smart growth plan.

	Physical Strength Code	ESSENTIAL FUNCTIONS
5	S	Monitors the program for effectiveness and recommends necessary changes or modifications, prepares reports and proposals to City policy in relation to the water conservation program, and assists in securing necessary administrative and policy approvals. Briefs the Water Resources Director on matters of concern and secures approval for various elements of the conservation program. Solicits feedback from City staff and the public on the effectiveness of the water conservation program.
6	S	Serves as liaison between the City and various private businesses and governmental agencies and coordinates the water conservation activities of various City departments. Recommends water resource policies and procedures which pertain to water conservation. Serves as the City's primary liaison to the Central Arizona Water Conservation District, Water Use it Wisely, and any other group involved with water conservation.
7	S	Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and works cooperatively and jointly to provide quality seamless customer service. Prepares and presents position papers and complex written and oral technical reports regarding water conservation to City management.

JOB REQUIREMENTS:

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Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Minimum three years experience in a related field.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read technical information and data, policies, laws, guidelines, and procedures at a college level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and percentages.
Writing	Work requires the ability to write reports, ordinances, policies, and general plan goals, objectives, and policies.
Managerial	Job has no responsibility for the direction or supervision of others but may provide advice/direction to an employee with less experience/skill or tenure.
Budget Responsibility	Moderate - Supports the preparation of budget documents; may do research to justify data used in documents for a unit or division of a department. May recommend budget allocations. Often compiles data and/or enters or oversees data entry. May have responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts is typically reviewed prior to being finalized.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	Moderate - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From 1/3 to 2/3 of the time	2/3 or more of the time

Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	✓ Making presentations ✓ Observing work site ✓ Observing work duties ✓ Communicating with co-workers	Pushing/ Pulling	⊠ N □ R □ O □ F □ C	☐ File drawers ☐ Equipment ☐ Tables and chairs ☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☒ Computer keyboard☒ Telephone keypad☒ Calculator☐ Calibrating equipment	Climbing	□ N ⊠ R □ O □ F □ C	⊠ Stairs □ Ladders □ Step stools □ Onto equipment
Walking	□ N ⊠ R □ O □ F □ C	☐ To other departments/offices☐ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☐ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	☐ Supplies ☐ Equipment ☑ Files	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work ☑ Meetings ☑ Driving	Bending	⊠ N □ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N ⊠ R □ O □ F □ C	☐ For supplies ☐ For files	Crouching	⊠ N □ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O ⊠ F □ C	⊠ Communicating via telephone/radio, to co-workers/public □ Listening to equipment
Kneeling	⊠ N □ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	⊠ N □ R □ O □ F □ C	☐ From computer to telephone ☐ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

	1)							
Physical Demands (continue	ea)							
Machines, Tools, Equipmen	t and Work	Aids:						
Telephone, fax machine, calculator, cop	pier and vehicle.							
Computer Equipment and S	Software:							
Computer, printer, scanner along with a								
read,								
Environmental Factors:								
Environmental Condition	ons	Never	Seasonally	Several T	imes	Several Ti	mes	Daily
		2,2,2	~	Per Mo		Per Wee		,
Extreme temperature		□						
(heat, cold, extreme temp. changes f work)	rom outside							
Wetness and/or humidity		×						
(bodily discomfort from moisture) Respiratory hazards								
(fumes, gases, chemicals, dust and d	irt)	X						
Noise and vibration		X						
(sufficient to cause hearing loss) Physical hazards						_		_
(high voltage, dangerous machinery	, aggressive	×						
prisoners, patients – <u>not customers</u>)								
Health and Safety Condition	ns:							
Health and Safety Conditions	N = Never	R = Rarel	y O = O	ccasionally		Frequently	C =	Constantly
	Never	Less than		or more of	_	n 1/3 to 2/3		or more of
Mechanical hazards	occurs	hour per we	eek th	e time	of	the time	1	the time
Chemical hazards	X							
Electrical hazards	X							-
Fire hazards	X							
Explosives	×							
Communicable diseases	×							
Physical danger or abuse	×							
Other (specify)								
Primary Work Location: ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhoo ☐ Outdoors ☐ Other (Specify)	od Centers							
Protective Equipment Requirement Hard hat and protective eye glasses requirement.		truction zones.						

Job Demands

Overall Strength Demands:

	Overall Strength Demands
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
□ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures		×		
Emergency Situations			\boxtimes	
Frequent Change of Tasks			\boxtimes	
Irregular Schedule/Overtime			×	
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	×			
Tedious or Exacting Work			×	
Noisy/Distracting Environment				×
Other (Describe below.)				

EXPECTED BEHAVIOR:

Staff – Expected Behavior

The employee is expected to embrace, support, and promote the City's values, beliefs, and culture Which include but are not limited to the following:

- Be positive. Do not participate in gossip
- Maintain confidentiality
- Walk the talk uphold and live the Goodyear culture
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines
- Support a learning culture
- Be on time for all meetings
- Create and implement ethical standards for your worksite
- Be fiscally responsible
- Support the City's values and mission
- Let common sense prevail
- Be visionary anticipate issues
- Support organizational change
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors and vendors
- Understand City policies and procedures, make rational decisions/recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and everyone's responsibility. Make it a critical part of the day to day operations.
- Foster teamwork and actively participate on teams and in City activities
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

	Signature of Employee	Date	
Job Title of Supervisor	Signature of Supervisor	Date	
ob Title of Department Director	Signature of Department Director	Date	

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.